

## 表 格 2B FORM 2B

工廠及工業經營（安全主任及安全督導員）規例  
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

### 受僱在†船廠/貨櫃處理作業工場工作的安全主任每月須予填報的報告書 MONTHLY REPORT TO BE PREPARED BY SAFETY OFFICER EMPLOYED IN †SHIPYARDS/CONTAINER HANDLING WORKPLACES

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第 15(2)條的需要而認可  
*Form approved by the Commissioner for Labour for the purposes of regulation 15(2) of  
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations*

安全主任姓名 \_\_\_\_\_ 工人總數 \_\_\_\_\_  
Name of Safety Officer \_\_\_\_\_ Total Workforce \_\_\_\_\_

\*東主姓名 \_\_\_\_\_  
Name of \*Proprietor \_\_\_\_\_

公司名稱 \_\_\_\_\_ 安全督導員人數 \_\_\_\_\_  
Name of Company \_\_\_\_\_ Number of Safety Supervisors \_\_\_\_\_

†船廠/貨櫃處理作業工場數目 \_\_\_\_\_ 月份／年份 \_\_\_\_\_  
Number of †Shipyards/Container Handling Workplaces \_\_\_\_\_ Month/Year \_\_\_\_\_

工作類別 Type of Work	次數 Occasion	地點 Location	行動 Action
†船廠/貨櫃處理作業工場視察 †Shipyards/Container Handling Workplace Visits : (a) †船舶/船隻/貨櫃處理場地 †Ship/Vessel/ Container Handling Area (b) 工場 Workshop (c) 其他 Others			
調查 Investigations : (a) 致命意外 Fatal Accidents (b) 非致命意外 Non-fatal Accidents (c) 危險事故 (失火、起重機倒塌等) Dangerous Occurrences (fire, collapse of cranes, etc.) (d) 職業病 Occupational Diseases (e) 投訴 Complaints			
訓練 Training : (a) 研討會 Seminars (b) 講座 Lectures (c) 分組討論 Group Discussions			

工作類別 Type of Work	次數 Occasion	地點 Location	行動 Action
安全宣傳資料分發 <i>Distribution of Publicity Materials</i> : (a) 安全海報 Safety Posters (b) 小冊子 Pamphlets (c) 傳閱資料 Circulations			
安全推廣 <i>Safety Promotion</i> : (a) 安全運動 Safety Campaigns (b) 比賽 Competitions (c) 其他 Others			
安全管理 <i>Safety Management</i> : (a) 會見管理階層 Meeting with Management (b) 會見工作地點職員 Meeting with Workplace Staff (c) 會見次承建商 Meeting with Sub-contractors (d) 會見政府機關人員 Meeting with Government Agencies (e) 安全委員會會議 Safety Committee Meeting (f) 和安全督導員的討論 Discussion with Safety Supervisors (g) 其他 Others			
意外統計資料 <i>Accident Statistics</i> : (a) 致命意外 Fatal Accidents (b) 非致命意外 Non-fatal Accidents			
建議 <i>Recommendations</i> :			

簽署 Signature : \_\_\_\_\_  
安全主任 Safety Officer

日期 Date : \_\_\_\_\_

本人已於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日與以上安全主任討論本報告書。  
I discussed this report with the safety officer on \_\_\_\_\_.

簽署 Signature : \_\_\_\_\_  
\*東主 \*Proprietor

附註 Note: :

(1) † 請刪去不適用者。 Delete if inapplicable.

(2) \* “東主”包括當時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。  
“Proprietor” includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.